



**SPECIAL TROPHIES AND AWARDS**

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OPR: 347 RQW/CCEA  
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Supersedes AFI 36-2805, MAFB SUP 1,  
1 June 2000.

Certified by: 347 RQW/CCC  
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Pages: 14  
Distribution: F

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**AFI 36-2805, 29 June 2001, is supplemented as follows.** This supplement outlines Moody Air Force Base's Recognition Program, contains guidelines on the administration of the program, and defines responsibilities. This supplement applies to all US military personnel and AF civilian personnel assigned to Moody Air Force Base.

Recognition of superior performance by our people is of the highest importance. This program must not be used as a substitute for other appropriate Air Force awards. It is primarily an incentive program to recognize outstanding performers. The objective of this program is to provide a base-level program to recognize outstanding achievement and performance by assigned personnel. It is designed to identify personnel who strive for greater performance, complement unit recognition programs, provide a program for base-wide recognition of outstanding performers, and identify Moody nominees for the 12 Outstanding Airmen of the Year and the First Sergeant of the Year programs.

**SUMMARY OF REVISIONS**

Aligns the enlisted, officer, and civilian quarterly and annual awards program; prescribes use of AF Form 1206, **Nomination For Award**; and establishes new board responsibilities.

1.1. Wing Quarterly and Annual Award Nominating procedures.

1.1.1. (Added) Enlisted Awards. Each Moody AFB group, including the 479 FTG and 820 SFG, may submit one nomination for each category to the Wing Command Section by the established suspense. They must also ensure award packages are prepared for higher-level selection boards. WG/CCC will select wing staff nominees for enlisted categories.

1.1.2. (Added) Company Grade Officer Awards. Each Moody AFB group, including the 479 FTG and 820 SFG, may submit one nomination for each Wing-level Company Grade Officer of the Quarter/Year award. Wing staff agencies nominees will compete within the 347th Mission Support Squadron (MSS) and the 347th Support Group.

1.1.3. (Added) Civilian Awards. Each Moody AFB group, including the 479 FTG and 820 SFG, may submit one nomination for each category to the civilian personnel office (347 MSS/DPC) by the established suspense.

1.4.5. (Added) Recognition and Appreciation Coins. The 347<sup>th</sup> Rescue Wing Commander and Command Chief Master Sergeant coins will be presented by the Rescue Wing Commander and Command Chief Master Sergeant, respectively, to military and civilian personnel who, by their dedicated individual effort, have facilitated the successful accomplishment of a particular program, function, or mission. These coins provide senior leadership with an informal means to show special recognition of, and appreciation for, a job well done. Commanders are authorized to use coins, plaques, pens or similar items as a form of recognition for presentation to assigned members.

2.1. Each award package should include: **Quarterly**--AF Form 1206, cover letter signed by group/tenant unit CC or designee (see **Attachment 9 (Added)**). **Annual**--AF Form 1206, cover letter signed by group/tenant unit CC or designee, a base level rip (12 Outstanding Airmen of the Year (OAY) and First Sergeant of the Year), general information sheet (12 OAY and First Sergeant of the Year), and statement of intent (12 OAY).

2.1.4.1. (Added) AF Form 1206 for the quarterly program will be 25 factual lines. This does not including the headings. The AF Form 1206 for the annual program will be two pages (front and back).

2.1.4.2. (Added) Military nominations will be prepared on AF Form 1206 with the specific headings listed (see **Attachment 10 (Added)** for enlisted and officers). Civilian nominations will be prepared on AF Form 1206 with the specific categories listed (see **Attachment 11 (Added)**). Use Times New Roman producing approximately 12 characters per horizontal inch.

2.1.4.2.1. (Added) AF Form 1206 heading (Award) for the annual program should read "12 Outstanding Airmen of the Year" for Airman, NCO, and Senior NCO categories.

2.1.7. 12 OAY and First Sergeant of the Year only.

2.1.11. Submit the original AF Form 1206 and five copies. **NOTE:** Strict compliance with **Attachment 10 (Added)** and **Attachment 11 (Added)** must be maintained for the board to consider nominations.

**2.1.16.1. (Added) Categories of Competition:**

**2.1.16.1.1. (Added) Airman.** Personnel in the grades of airman basic through senior airman.

**2.1.16.1.2. (Added) NCO.** Personnel in the grades of staff sergeant and technical sergeant.

**2.1.16.1.3. (Added) Senior NCO.** Personnel in the grades of master sergeant and senior master sergeant, excluding first sergeants (PAFSC 8F000). First Sergeant (PAFSC 8F000, annual award only).

**2.1.16.1.4. (Added) Company Grade Officer.** Personnel in the grades of second lieutenant through captain.

**2.1.16.1.5. (Added) Non-Supervisory Civilian.** AF civilian personnel in a non-supervisory position. Contract civilian personnel may not compete under this category.

**2.1.16.1.6. (Added) Supervisory Civilian.** AF civilian personnel in a supervisory position. Contract civilian personnel may not compete under this category.

**2.1.16.1.7. (Added) Honor Guard Member.** Enlisted and officer.

**2.1.16.2. (Added) Award Period.** 1st quarter (1 January through 31 March), 2nd quarter (1 April through 30 June), 3rd quarter (1 July through 30 September), 4th quarter (1 October through 31 December), and Annual (1 January through 31 December).

2.1.16.2.1. (Added) Nominees must have been assigned to the recommending organization for the following periods of time: **Quarterly Awards**--the entire nomination period. **Annual Awards**--a minimum of 9 months of the nomination period.

2.1.16.3. (Added) Nominees are eligible to compete in the category in which they held a grade for the longest period of time. For example, if a member was a SrA for 85 days for the quarter and a SSgt for 5 days of the quarter, the member would compete in the Airman category. In this case, please add a note of explanation and attach it to the nomination package.

2.1.16.3.1. (Added) Military nominees must not have had an open Unfavorable Information File (UIF) during the nomination period. Nominees must not have received any administrative or non-judicial punishment during the nomination period. Nominees on the weight management program (coded WSC 0, 1, 2, 6) are ineligible to participate in this program.

2.1.16.3.2. (Added) Civilian nominees must meet quality force standards and must not have received any form of adverse performance or disciplinary action during the nomination period.

3.3.1. Reference paragraphs [5.1.10.2.4.](#) and [5.1.10.2.5.](#)

3.3.7. Original package plus five copies.

3.4.6.2. Reference paragraph [5.1.10.2.4.](#) and [5.1.10.2.5.](#)

3.4.6.4. Original package plus five copies.

## Chapter 5 (Added)

### MOODY AFB PROGRAM RESPONSIBILITIES

#### 5.1. Responsibilities:

**5.1.1. Vice Commander, 347 RQW (347 RQW/CV).** Administers the Company Grade Officer Awards program. The 347 RQW/CV serves as the chairman of the Base Company Grade Officer of the Quarter/Year boards (package only), along with the 347 OG/CC, 347 LG/CC, 347 SPTG/CC, 347 MDG/CC, 479 FTG/CC, and 820 SFG/CC. In the event that a group commander is unavailable to sit on the awards board, the group's deputy commander will serve in the group commander's absence. In the event of a tie, the board will discuss the tied packages and revote. If the second vote still results in a tie, the RQW/CV will provide the tie-breaking vote. The RQW/CV will appoint civilian board members. The civilian board will include representatives from each group. A quorum of at least four board members is required for the civilian board.

**5.1.2. Command Chief Master Sergeant, 347 RQW (347 RQW/CCC).** Administer the Enlisted Awards program. 347 WG/CCC or designee will appoint members to sit on the enlisted quarterly and annual boards and select a narrator for the quarterly luncheon.

**5.1.3. Command Section, 347 RQW (347 RQW/CCEA).** Coordinate a date, time, location and meal for the Quarterly Awards luncheon. The Annual Awards dinner will be coordinated by 347 RQW/CCC and the first sergeants executive committee. Publicize the suspense date for submitting nomination packages, collect, track, and maintain nomination packages, ensuring completeness and availability of packages to the various board presidents at least two days prior to the board. Obtain wing plaque/trophy engraved with recipient's name, name of award, and inclusive dates, gifts and prizes from sponsors. Prepare certificate of recognition for 347 RQW/CC's signature, prepare Incentive Flight letters, Public Affairs letter, Civil Engineer letter, and sponsor invitations. Prepare sponsor access letter for Security Forces and post award winner's picture at Wing headquarters.

**5.1.4. Group/Tenant Commanders.** Establish a program that conforms to the requirements, intent, and spirit of this regulation to recognize or select their outstanding performers. Provide an appropriate means of recognition for winners in each category. All group/tenant award ceremonies should take place prior to wing events. Appoint board members for base selection boards when requested.

**5.1.5. Unit Commanders.** Establish a program that conforms to the requirements, intent, and spirit of this regulation to recognize or select their outstanding performers. Provide an appropriate means of recognition for winners in each category. Ensure their unit representative's award packages are prepared for higher-level selection boards. Appoint board members for group selection boards when requested.

**5.1.6. Civilian Personnel.** Arrange date, time and place of civilian board. Provide the names of the civilian nominees and winners on or before the day of the Wing Board. Ensure Time Off Awards are processed on civilian winners through their appropriate channels. A 4-hour time off award will be given for squadron quarterly winners and an 8-hour award for group quarterly winners. A 16-hour award will be given to each base-wide quarterly winner and a 24-hour award to each base-wide annual winner.

**5.1.7. Honor Guard.** Provide names of honor guard nominees and winners on or before the day of the Wing Board.

**5.1.8. Supervisors.** Nominate individuals for unit-level recognition who have demonstrated outstanding performance throughout the period of nomination. Supervisory involvement is the cornerstone of this pro-

gram. Notify nominees of selection board requirements and ensure nominees are prepared to meet the boards.

**5.1.9. Nominees.** Meet the squadron, group, and wing selection boards at the designated date and time. Enlisted nominees will meet the board if all members are present. If any one member is TDY then the board will be records only.

**5.1.9.1. Uniform for Quarterly Nominees Meeting Military Board:**

**5.1.9.1.1. Male.** Service uniform, light blue, short-sleeve or long-sleeve shirt, with tie and authorized badges, ribbons, and devices.

**5.1.9.1.2. Female.** Service uniform, light blue, short-sleeve or long-sleeve blouse, with tab and authorized badges, ribbons, and devices. Females may wear skirt or slacks.

**5.1.9.2. Uniform for Annual Nominees Meeting Military Board:**

**5.1.9.2.1. Male.** Service dress uniform with authorized badges, ribbons, and devices.

**5.1.9.2.2. Female.** Service dress uniform, skirt or slacks, with authorized badges, ribbons, and devices.

**5.1.10. Board Members:**

**5.1.10.1. Board Presidents.** Preside over sessions of their boards and provide guidance to board members regarding selection criteria, scoring methods, and other relative matters. Score nominee along with other board members. President's score will only count in the event of a tie.

5.1.10.1.1. The board president may ask one additional opinionated question to enhance scoring in the self-expression category.

**5.1.10.2. Enlisted Board Members.** The airman and NCO board will consist of at least four senior non-commissioned officers. The Senior NCO board will consist of at least four chief master sergeants. The First Sergeant of the Year board will consist of the 347 RQW/CCC and three chiefs appointed by 347 RQW/CCC. Board members will wear the same uniform as the nominees. Rate each nominee on his or her question category, personal appearance, self-expression, and written nomination package (AF Form 1206). Prepare four opinionated questions in their assigned questioning category. Two of the four questions will be selected by the board president for use on the board.

5.1.10.2.1. All nominees will be asked the same questions as all the other nominees meeting the same board. Questions will come from the following categories:

Customs and Courtesies,

Current Events,

Air Force History, and

Air Force General Knowledge

5.1.10.2.2. Board members are strictly limited to AFPAM 36-2241V1, *Promotion Fitness Examination Study Guide for Airman and NCOs*; and AFPAM 36-2241, Vols 1 and 2, *United States Supervisory Examination Study Guide for Senior NCOs*; for obtaining their questions.

5.1.10.2.3. Current event questions should be a matter of national or international significance that affects the military community and comes from the previous 5 days of *USA Today* newspaper, the most recent *Excalibur* newspaper, or the most recent edition of *The Air Force Times*.

5.1.10.2.4. Nomination packages (AF Form 1206) will be scored as a whole on its merits (6-10 points, using half point increments).

5.1.10.2.5. Enlisted board members will score nominees appearance before the board as follows:

Communicative Skills (1-2 points),

Military Bearing (1-2 points), and

Personal Appearance (1-2 points)

5.1.10.3. Civilian nomination packages (AF Form 1206) will be scored as follows:

Job Performance in Primary Duty (1-10 points),

Job Initiatives (1-5 points),

Contributions to the Community Relations (1-5 points)

Significant Self Improvement (1-5 points)

Other Accomplishments (1-5 points).

**5.1.11. Release of Results.** Under no circumstances will base selection board results will be released without the approval of the 347 RQW/CC.

## **5.2. Recognition:**

5.2.1. The winners of each category will receive a wing plaque, certificate of recognition, gifts from base and local community sponsors, and are honored at an awards ceremony hosted by the 347 RQW/CC or designee.

5.2.2. The Quarterly Awards ceremony will normally be scheduled for the first Friday of the month following the board. The Annual Awards dinner will normally be held the first week of February each year.

## **5.3. Relationship of Moody Air Force Base Recognition Program to Higher-Level Awards:**

5.3.1. The annual award winners in the airman, noncommissioned officer, senior noncommissioned officer, and first sergeant categories will represent their respective wing, DRU, or group to their MAJ-COM and compete for the 12 Outstanding Airmen of the Year program.

## **5.4. Attachments:**

5.4.1. **Attachment 9 (Added)**, Sample Enlisted and Officer Nomination Memorandums.

5.4.2. **Attachment 10 (Added)**, Sample AF Form 1206 (Enlisted/Officer).

5.4.3. **Attachment 11 (Added)**, Sample AF Form 1206 (Civilian).

**5.5. Records.** Dispose of Records IAW AFI 37-138.

**Attachment 9 (Added)****SAMPLE ENLISTED NOMINATION MEMORANDUM**

XX Apr 01

MEMORANDUM FOR 347 RQW/CCEA

FROM: Group or Tenant Unit/CC

SUBJECT: Wing Quarterly Awards Nominations

The following individuals are nominated for Wing Airman, NCO, and Senior NCO of the Quarter for the period of 1 Jan through 31 Mar:

<b>CATEGORY</b>	<b>RANK/NAME</b>	<b>SSN</b>	<b>SQUADRON</b>
Airman	A1C Don Good	123-45-6789	347 MSS
NCO	TSgt Wanna Win	456-67-8910	347 LSS
Senior NCO	SMSgt John Doe	789-89-9101	347 OSS

JOSEPH M. MEEKS, Col, USAF  
Commander

## Attachments:

1. Airman, NCO, Senior NCO of the Quarter/Year (AF Form 1206, Rank and Name)
2. First Sergeant of the Year (AF Form 1206, Rank and Name)

**SAMPLE OFFICER NOMINATION MEMORANDUM**

XX Apr 01

MEMORANDUM FOR 347 RQW/CGOC

FROM: Group or Tenant Unit/CC

SUBJECT: Wing Quarterly Awards Nominations

The following individual is nominated for Wing Company Grade Officer of the Quarter for the period of 1 Jan through 31 Mar:

<b>CATEGORY</b>	<b>RANK/NAME</b>	<b>SSN</b>	<b>SQUADRON</b>
CGO	Capt Pick Me	789-89-9101	347 OSS

JOSEPH M. MEEKS, Col, USAF  
Commander

Attachment:

1. CGO of the Quarter/Year (AF Form 1206, Rank and Name)



**Attachment 10 (Added)**

**SAMPLE AF FORM 1206 (MILITARY)**

**A10.1. AF Form 1206 (Enlisted/Officer).** Use the following samples as a guide when preparing an AF Form 1206 on military individuals.

Figure A10.1. Sample AF Form 1206 (Enlisted).

NOMINATION FOR AWARD		
AWARD Wing Quarterly Awards or 12 Outstanding Airmen of the Year	CATEGORY (If Applicable) See para 2.1.16.1	AWARD PERIOD See para 2.1.16.2
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA Good, Phil	SSN (Enter Last 4 Only) 4321	MAJCOM, FOA, OR DRU ACC
DAFSC/DUTY TITLE 3A051/Information Management Journeyman	NOMINEE'S TELEPHONE (DSN & Commercial) 460-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 347 RQW/CCEA/5113 Austin Ellipse, Suite 1		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj Doe, Jane S./460-9876		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments and how well the nominee performed assigned primary and additional duties</li> <li>- Define the scope and level of responsibilities and the impact on the mission and unit</li> <li>- Include any new initiatives/techniques developed by the member that positively impacted the unit and/or mission</li> <li>- Include results of AF/MAJCOM/NAF level inspections and/or evaluations</li> <li>- Include awards received (i.e. NCO of Quarter, Maintenance Professional of the year, etc.)</li> </ul> <b>SIGNIFICANT SELF-IMPROVEMENT</b> <ul style="list-style-type: none"> <li>- Show how the nominee has developed/improved skills related to primary duties (i.e. formal training, CDC enrollment/completion, OJT, certifications, off-duty education related to primary duties, etc.)</li> <li>- Include completion of any professional military education (PME) as well as awards earned during in-residence attendance</li> <li>- Include any off duty education not directly related to primary duties (i.e. class/course/degree enrollment and/or completion, grade point average)</li> <li>- Cite any other relevant training or activity that significantly enhanced his or her value as a military citizen</li> </ul> <b>BASE AND COMMUNITY INVOLVEMENT</b> <ul style="list-style-type: none"> <li>- Define the scope and impact of the nominee's positive leadership and involvement in both the military and civilian community</li> <li>- Include leadership/membership/participation in unit advisory councils, professional military organizations, associations, and events (i.e. President of Top 3, enlisted dining-out committee, member of AFSA, Sunday School teacher, etc.)</li> </ul>		

Figure A10.2. Sample AF Form 1206 (Officer).

NOMINATION FOR AWARD		
AWARD Wing Quarterly Awards or 12 Outstanding Airmen of the Year	CATEGORY (If Applicable) See para 2.1.16.1	AWARD PERIOD See para 2.1.16.2
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt Me, Pick	SSN (Enter Last 4 Only) 1234	MAJCOM, FDA, OR DRU ACC
DAFSC/DUTY TITLE 36P3/Intel Flight Commander	NOMINEE'S TELEPHONE (DSN & Commercial) 460-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 347 OSS/OSOS/1234 Some Street, Suite 1		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj Doe, Jane S./460-9876		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</b></p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b></p> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments and how well the nominee performed assigned primary and additional duties</li> <li>- Define the scope and level of responsibilities and the impact on the mission and unit</li> <li>- Include any new initiatives/techniques developed by the member that positively impacted the unit and/or mission</li> <li>- Include results of AF/MAJCOM/NAF level inspections and/or evaluations</li> <li>- Include awards received (i.e. CGO of the Quarter, Maintenance Professional of the year, etc.)</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>- Show how the nominee has developed/improved skills related to primary duties (i.e. formal training, OJT, certifications, off-duty education related to primary duties, etc.)</li> <li>- Include completion of any professional military education (PME) as well as awards earned during in-residence attendance</li> <li>- Include any off-duty education not directly related to primary duties (i.e. class/course/degree enrollment and/or completion, grade point average)</li> <li>- Cite any other relevant training or activity that significantly enhanced his or her value as a military citizen</li> </ul> <p><b>BASE AND COMMUNITY INVOLVEMENT</b></p> <ul style="list-style-type: none"> <li>- Define the scope and impact of the nominee's positive leadership and involvement in both the military and civilian community</li> <li>- Include leadership/membership/participation in unit advisory councils, professional military organizations, associations, and events (i.e. President of CGOC, dining-out committee, Sunday School teacher, etc.)</li> </ul>		

**Attachment 11 (Added)****SAMPLE AF FORM 1206 (CIVILIAN)**

**A11.1. AF Form 1206 (Civilian).** Use the following sample as a guide when preparing an AF Form 1206 on civilian individuals.

Figure A11.1. Sample AF Form 1206 (Civilian).

NOMINATION FOR AWARD		
AWARD Wing Quarterly Awards or Annual Awards	CATEGORY (If Applicable) See para 2.1.16.1	AWARD PERIOD See para 2.1.16.2
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-7/Frog, Kermit D.	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU ACC
DAFSC/DUTY TITLE Automotive Mechanic	NOMINEE'S TELEPHONE (DSN & Commercial) 460-3400/(912) 257-3400	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 347 SVS/SVSO/123 Sesame Street, Suite 3/Moody AFB GA 31699-1599		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj Doe, Jane S./460-3500/(912) 257-3500		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<b>JOB PERFORMANCE</b> - Address individual's job performance during the award period -- Very efficient and safety conscious in operation of the Automotive Repair Section -- Ensured all work orders were completed in record time while verifying all repairs were accomplished in accordance with applicable tech orders  <b>JOB INITIATIVES</b> - Address member's willingness to develop and/or start new procedures -- Continually seeks, recommends and implements ways to improve vehicle inspections -- Developed a process to clean and store shop tools after each use, eliminating wasted time when needed later  <b>CONTRIBUTIONS TO COMMUNITY RELATIONS</b> - Any contributions to military or civilian community welfare, morale or status during the award period should be included in the nomination -- Volunteered more than 50 hours to the Community Soup Kitchen during the quarter -- An active member of the Community Methodist Church--currently serves as Sunday School Teacher and Chairman of the Building Maintenance Committee  <b>SIGNIFICANT SELF-IMPROVEMENT</b> - The member must show improvement during the award period -- Voluntarily enrolled in off-duty classes at Vo-Tech to update automotive repair skills -- Continually reads automotive trade magazines to stay abreast of latest technology  <b>OTHER ACCOMPLISHMENTS</b> - Accomplishments which may not have been addressed above -- A motivated employee who is genuinely interested in his job and seeks to please all customers, regardless of rank -- Has a special concern for the hearing impaired; devised a lighting system to alert a co-worker when the telephone rings		

JOHN H. FOLKERTS, Brig Gen, USAF  
Commander, 347th Rescue Wing